

Missouri State Highway Patrol



EQUAL EMPLOYMENT OPPORTUNITY PLAN

December 2007 - December 2009

**MISSOURI STATE HIGHWAY PATROL
U.S. DEPARTMENT OF JUSTICE
EQUAL EMPLOYMENT OPPORTUNITY PLAN**

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INTRODUCTORY INFORMATION

Grant Title: Multiple

Grant Numbers: Multiple

Grantee Name: Missouri State Highway Patrol

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Award Amounts: Varying Amounts

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Date and effective duration of EEOP: December 2007 to December 2009

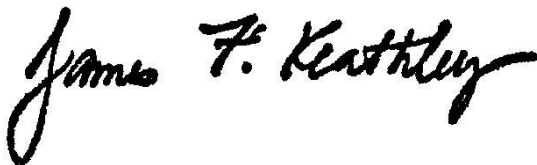
POLICY STATEMENT

The Missouri State Highway Patrol is firmly committed to a policy of equal employment opportunity and of nondiscrimination in public service. The Patrol will administer personnel policies and conduct employment practices in a manner that treats employees and qualified applicants on the basis of qualifications, experience, and other work-related criteria without regard to race, color, religion, sex, age, national origin, veteran status, or disability. Equal opportunity will be provided in all personnel practices, such as recruitment, hiring, training, promotion, classification/compensation, transfer, demotion, termination, layoff, disciplinary action, benefits, and social or recreational programs.

As the Superintendent, I pledge my support to this policy. Each commander will be responsible for ensuring the proper administration of this policy. Management at every level must share the responsibility of promoting equal employment opportunities.

The means to achieve the Patrol's goals and objectives are outlined within the Equal Employment Opportunity Plan. The Patrol is committed to implementing good faith efforts to meet our objectives.

The Equal Employment Opportunity Plan is made available to all employees of the Patrol via the Patrol's internal Intranet and to the general public and potential employees via the Patrol's Internet website. All complaints alleging discrimination shall be brought to the attention of the Equal Employment Opportunity Officer, in the Human Resources Division, at telephone number (573) 526-6117.

A handwritten signature in black ink that reads "James F. Keathley". The signature is written in a cursive, flowing style.

JAMES F. KEATHLEY, Colonel
Superintendent

The Equal Employment Opportunity Plan covers all facilities owned, operated, leased, or under the direction of the Patrol. The following is a list of the Patrol Headquarters and Service Centers:

Missouri State Highway Patrol General Headquarters Post Office Box 568 Jefferson City, MO 65102-0568 Telephone (573) 751-3313	Missouri State Highway Patrol Troop E Headquarters 4947 Highway 67 North Poplar Bluff, MO 63901-8719 Telephone (573) 840-9500
Missouri State Highway Patrol Troop A Headquarters 504 South East Blue Parkway Lee's Summit, MO 64063-4351 Telephone (816) 622-0800	Missouri State Highway Patrol Troop E Service Center 105 Keystone Drive Sikeston, MO 63801-5603 Telephone (573) 472-5200
Missouri State Highway Patrol Troop B Headquarters 308 Pine Crest Drive Macon, MO 63552-1030 Telephone (660) 385-2132	Missouri State Highway Patrol Troop F Headquarters Post Office Box 568 Jefferson City, MO 65102-0568 Telephone (573) 751-1000
Missouri State Highway Patrol Troop C Headquarters 599 South Mason Road St. Louis, MO 63141-8550 Telephone (314) 340-4000	Missouri State Highway Patrol Troop G Headquarters Post Office Box 10 Willow Springs, MO 65793-0010 Telephone (417) 469-3121
Missouri State Highway Patrol Troop C Service Center Post Office Box 612 Park Hills, MO 63601-0612 Telephone (573) 431-0166	Missouri State Highway Patrol Troop H Headquarters Post Office Box 8580 St. Joseph, MO 64508-8580 Telephone (816) 387-2345
Missouri State Highway Patrol Troop D Headquarters 3131 East Kearney Street Springfield, MO 65803-5044 Telephone (417) 895-6868	Missouri State Highway Patrol Troop I Headquarters Post Office Box 128 Rolla, MO 65402-0128 Telephone (573) 368-2345
Missouri State Highway Patrol Troop D Service Center 4282 South Grand Ave. Carthage, MO 64836-1484 Telephone (417) 359-1500	

Missouri State Highway Patrol
2007-2009 Utilization Analysis

Job Categories			Race and National Origin										Race and National Origin											
			Male										Female											
			Total Number	W	H	B	A	NH or OPI	AI or AN	Two or more races	W	H	B	A	NH or OPI	AI or AN	Two or more Races							
Officials/ Administrators	Workforce #/%	14	8	57.1%		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%		
	CLS #/%	377,430	214,435	56.8%	2,535	0.7%	9,470	2.5%	2,280	0.6%	60	0.0%	565	0.1%	2,140	0.6%	128,460	34.0%	1,775	0.5%	12,195	3.2%	1,415	0.4%
	Utilization %	N/A	0	0.3%	0	-0.7%	0	-2.5%	0	-0.6%	0	0.0%	0	-0.1%	0	-0.6%	1	8.8%	0	-0.5%	0	-3.2%	0	-0.4%
Professionals	Workforce #/%	199	97	48.7%		0.0%	1	0.5%		0.0%		0.0%		0.0%		0.0%	94	47.2%		0.0%	6	3.0%		0.0%
	CLS #/%	471,105	179,970	38.2%	2,810	0.6%	10,890	2.3%	6,790	1.4%	65	0.0%	685	0.1%	2,270	0.5%	234,230	49.7%	3,045	0.6%	21,770	4.6%	4,830	0.6%
	Utilization %	N/A	21	10.5%	-1	-0.6%	-4	-1.8%	-3	-1.4%	0	0.0%	0	-0.1%	-1	-0.5%	-5	-2.5%	-1	-0.6%	-3	-1.6%	0	-0.2%
Technicians	Workforce #/%	658	309	47.0%	1	0.2%	17	2.6%		0.0%		0.0%	2	0.3%		0.0%	307	46.7%	2	0.3%	18	2.7%		0.0%
	CLS #/%	66,305	21,050	31.7%	265	0.4%	1,925	2.9%	425	0.6%	25	0.0%	175	0.3%	295	0.4%	34,775	52.4%	465	0.7%	5,650	8.5%	515	0.8%
	Utilization %	N/A	100	15.2%	-2	-0.2%	-2	-0.3%	-4	-0.6%	0	0.0%	0	0.0%	-3	-0.4%	-38	-5.8%	-3	-0.4%	-38	-5.8%	-5	-0.8%
Protective Services Sworn	Workforce #/%	618	552	89.3%	4	0.6%	29	4.7%	4	0.6%		0.0%	8	1.3%		0.0%	18	2.9%		0.0%	3	0.5%		0.0%
	CLS #/%	44,870	31,710	70.7%	420	0.9%	4,550	10.1%	40	0.1%	35	0.1%	230	0.5%	455	1.0%	5,525	12.3%	95	0.2%	1,630	3.6%	40	0.1%
	Utilization %	N/A	115	18.6%	-2	-0.3%	-34	-5.4%	3	0.6%	0	-0.1%	5	0.8%	-6	-1.0%	-58	-9.4%	-1	-0.2%	-19	-3.1%	-1	-0.1%
Patrol Officers	Workforce #/%	465	414	91.0%	4	0.9%	13	2.9%	2	0.4%		0.0%	4	0.9%		0.0%	16	3.5%		0.0%	2	0.4%		0.0%
	Civ. Lab. F. #/%	2,315,205	1,064,105	46.0%	17,775	0.8%	89,360	3.9%	13,750	0.6%	522	0.0%	5,134	0.2%	13,802	0.6%	962,455	41.6%	14,860	0.6%	115,625	5.0%	12,065	0.5%
	Utilization %	N/A	205	46.0%	1	0.1%	-5	-1.0%	-1	-0.2%	0	0.0%	3	0.7%	-3	-0.6%	-173	-38.1%	-3	-0.6%	-21	-4.6%	-2	-0.5%
Protective Services Non-Sworn	Workforce #/%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	CLS #/%	2,632	970	36.9%	4	0.2%	155	5.9%	4	0.2%	4	0.2%	15	0.6%	4	0.2%	1,255	47.7%	14	0.5%	155	5.9%	15	0.6%
	Utilization %	N/A																						
Administrative Support	Workforce #/%	185	12	6.5%		0.0%	3	1.6%		0.0%		0.0%		0.0%		0.0%	167	90.3%		0.0%	3	1.6%		0.0%
	CLS #/%	696,270	183,170	26.3%	3,330	0.5%	20,215	2.9%	1,610	0.2%	90	0.0%	930	0.1%	2,480	0.4%	413,875	59.4%	7,070	1.0%	53,250	7.6%	3,165	0.5%
	Utilization %	N/A	-37	-19.8%	-1	-0.5%	-2	-1.3%	0	-0.2%	0	0.0%	0	-0.1%	-1	-0.4%	57	30.8%	-2	-1.0%	-11	-6.0%	-1	-0.5%
Skilled Craft	Workforce #/%	28	27	96.4%		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	1	3.6%		0.0%		0.0%		0.0%
	CLS #/%	292,280	247,260	84.6%	4,915	1.7%	13,300	4.6%	880	0.3%	110	0.0%	1,605	0.5%	3,455	1.2%	17,665	6.0%	375	0.1%	1,880	0.6%	330	0.1%
	Utilization %	N/A	3	11.8%	0	-1.7%	-1	-4.6%	0	-0.3%	0	0.0%	0	-0.5%	0	-1.2%	-1	-2.5%	0	-0.1%	0	-0.6%	0	-0.1%
Service Maintenance	Workforce #/%	51	36	70.6%		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	14	27.5%		0.0%	1	2.0%		0.0%
	CLS #/%	840,880	396,880	47.2%	15,655	1.9%	56,705	6.7%	4,230	0.5%	340	0.0%	2,575	0.3%	7,105	0.8%	289,820	34.5%	8,465	1.0%	47,480	5.6%	4,575	0.5%
	Utilization %	N/A	12	23.4%	-1	-1.9%	-3	-6.7%	0	-0.5%	0	0.0%	0	-0.3%	0	-0.8%	-4	-7.0%	-1	-1.0%	-2	-3.7%	0	-0.2%
Total Workforce	Workforce #/%	2,208	1,455	65.9%	9	0.4%	63	2.9%	6	0.3%	0	0.0%	14	0.6%	0	0.0%	623	28.2%	2	0.1%	33	1.5%	0	0.0%
	CLS #/%	5,106,977	2,339,550	45.8%	47,709	0.9%	206,570	4.0%	30,009	0.6%	1,251	0.0%	11,914	0.2%	32,006	0.6%	2,088,060	40.9%	36,144	0.7%	259,635	5.1%	26,950	0.5%
	Utilization %	N/A	443	20.1%	-12	-0.5%	-26	-1.2%	-7	-0.3%	-1	0.0%	9	0.4%	-14	-0.6%	-280	-12.7%	-14	-0.6%	-79	-3.6%	-12	-0.5%

* 2000 Census Data

Workforce reflects the number and percentage of MSHP employees in each category

CLS reflects the Community Labor Statistics for each category

Utilization is derived by subtracting the CLS percent from the Workforce percent then multiplying the product by the total number of MSHP employees for each category. The result is the number of employees the MSHP is over or underutilized.

**The total for Officials/Executive Workforce#% does not include Colonel, Lieutenant Colonel, Major, Captain, or Lieutenant. These positions are included in the Protective Services Officials category.

UTILIZATION NARRATIVE OBJECTIVES AND STEPS TO ACHIEVE THE OBJECTIVES

In comparing the Patrol's workforce to the Community Labor Statistics from the 2000 census data, the Utilization Analysis indicates underutilization within the Patrol. The following are areas of underutilization and the goals and objectives set by the Patrol to address these areas:

Officials/Administrators

- Representation of Hispanic males in the community workforce is .7%, whereas it is 0% within the Patrol.
- Representation of Black males in the community workforce is 2.5%, whereas it is 0% within the Patrol.
- Representation of Asian males in the community workforce is .6%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native males in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of males of two or more races in the community workforce is .6%, whereas it is 0% within the Patrol.
- Representation of White females in the community workforce is 34%, whereas it is 8.8% within the Patrol.
- Representation of Hispanic females in the community workforce is .5%, whereas it is 0% within the Patrol.
- Representation of Black females in the community workforce is 3.2%, whereas it is 0% within the Patrol.
- Representation of Asian females in the community workforce is .4%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .4%, whereas it is 0% within the Patrol.

Objective

The Patrol will raise awareness of equal employment opportunities at each management level within the organization to enhance recruitment efforts for Officials/Administrators.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.
2. Job descriptions will be reviewed to ensure minorities and protected class applicants are not adversely affected. They will also be evaluated and revised to ensure they are job-related and list the essential job functions.

3. When vacancies occur, and at the direction of the Superintendent, the Equal Employment Opportunity Officer, with involvement from the commanders and supervisors, will carefully evaluate placement of minority and protected class employees.
4. Ensure retention and promotion of minority and protected class employees are conducted in a fair and impartial manner.
5. The Patrol will advertise recruitment drives and job openings in predominately minority and protected class publications, on minority oriented radio and television stations, as well as other media.

Professionals

- Representation of Hispanic males in the community workforce is .6%, whereas it is 0% within the Patrol.
- Representation of Black males in the community workforce is 2.3%, whereas it is .5% within the Patrol.
- Representation of Asian males in the community workforce is 1.4%, whereas it is 0% within the Patrol.
- Representation of males of two or more races in the community workforce is .5%, whereas it is 0% within the Patrol.
- Representation of White females in the community workforce is 49.7%, whereas it is 47.2% within the Patrol.
- Representation of Hispanic females in the community workforce is .6%, whereas it is 0% within the Patrol.
- Representation of Black females in the community workforce is 4.6%, whereas it is 3.0% within the Patrol.
- Representation of Asian females in the community workforce is 1%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .2%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .6%, whereas it is 0% within the Patrol.

Objective

The Patrol will strive to diversify its workforce for Professionals to reflect the citizenry served.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.
2. The Patrol will provide Job Opportunity Bulletins and information packets to predominately minority and protected class college and university career counselors with benefit information, applications, and career opportunity information.

3. Recruiters will be selected in each troop and trained in recruitment procedures and techniques. Each recruiter will be allowed time to recruit in their area.
4. Recruiters will recruit at military installations for personnel transitioning from the armed forces, within and outside Missouri.
5. Recruiters will participate in job fairs, career days, youth motivation programs, internship programs, and related activities at high schools, and community organizations.
6. Recruiters will also recruit at predominantly minority and protected class colleges and universities. They will provide information packets to career counselors with benefit information, applications, and career opportunity information.
7. Recruiters will serve as liaisons with community leaders and church officials, both within and outside the state of Missouri. Commanders and recruiters will strive to increase recruitment activities when staffing obligations permit.

Technicians

- Representation of Hispanic males in the community workforce is .4%, whereas it is .2% within the Patrol.
- Representation of Black males in the community workforce is 2.9%, whereas it is 2.6% within the Patrol.
- Representation of Asian males in the community workforce is .6%, whereas it is .0% within the Patrol.
- Representation of males of two or more races in the community workforce is .4%, whereas it is 0% within the Patrol.
- Representation of White females in the community workforce is 52.4%, whereas it is 46.7% within the Patrol.
- Representation of Hispanic females in the community workforce is .7%, whereas it is .3% within the Patrol.
- Representation of Black females in the community workforce is 8.5%, whereas it is 2.7% within the Patrol.
- Representation of Asian females in the community workforce is .8%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .2%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .9%, whereas it is 0% within the Patrol.

Objective

The Patrol will strive to diversify its workforce for Technicians to reflect the citizenry served.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.

2. A nationwide toll-free telephone number (1-800-796-7000) will be maintained solely to enhance recruitment efforts by permitting individuals to call the Patrol recruiting section, without charge, from anywhere in the United States.
3. Enhance recruiting efforts by including the Internet as a potential resource to educate the public about Patrol services and job opportunities.
4. The Patrol will provide Job Opportunity Bulletins and information packets to predominately minority and protected class college and university career counselors with benefit information, applications, and career opportunity information.
5. The Patrol will advertise recruitment drives and job openings in predominately minority and protected class publications, on minority oriented radio and television stations, as well as other media.

Protective Service Sworn - Officials

- Representation of Hispanic males in the community workforce is .9%, whereas it is .6% within the Patrol.
- Representation of Black males in the community workforce is 10.1%, whereas it is 4.7% within the Patrol.
- Representation of Native Hawaiian/Other Pacific Islander males in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of males of two or more races in the community workforce is 1%, whereas it is 0% within the Patrol.
- Representation of White females in the community workforce is 12.3%, whereas it is 2.3% within the Patrol.
- Representation of Hispanic females in the community workforce is .2%, whereas it is 0% within the Patrol.
- Representation of Black females in the community workforce is 3.6%, whereas it is .5% within the Patrol.
- Representation of Asian females in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .2%, whereas it is 0% within the Patrol.

Objective

The Patrol will ensure qualified minority and protected class employees are considered for promotion. When making promotional decisions, the Superintendent, commanders, supervisors, and at the direction of the Superintendent, the Equal Employment Opportunity Officer, will verify that all promotions are nondiscriminatory.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.
2. Job descriptions will be reviewed to ensure minorities and protected class applicants are not adversely affected. They will also be evaluated and revised to ensure they are job-related and list the essential job functions.
3. When vacancies occur, and at the direction of the Superintendent, the Equal Employment Opportunity Officer, with involvement from the commanders and supervisors, will carefully evaluate placement of minority and protected class employees.
4. Continue to make available promotional opportunities and career path options to all employees. Programs will be monitored to ensure all employees have equal opportunity to advance within their chosen career paths.
5. The Patrol will utilize a formal employee job evaluation program. The Human Resources Division will review the promotion criteria and procedures to ensure that promotional decisions are made without regard to race, color, religion, sex, age, national origin, veteran status, or disability. Employees will continue to be upgraded and promoted on the basis of their ability, skill, and experience.

Protective Service Sworn - Patrol Officers

- Representation of Black males in the community workforce is 3.9%, whereas it is 2.9% within the Patrol.
- Representation of Asian males in the community workforce is .6%, whereas it is .4% within the Patrol.
- Representation of males of two or more races in the community workforce is .6%, whereas it is 0% within the Patrol.
- Representation of White females in the community workforce is 41.6%, whereas it is 3.5% within the Patrol.
- Representation of Hispanic females in the community workforce is .6%, whereas it is 0% within the Patrol.
- Representation of Black females in the community workforce is 5%, whereas it is .4% within the Patrol.
- Representation of Asian females in the community workforce is .5%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .2%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .1%, whereas it is 0% within the Patrol.

Objective

The Patrol will strive to enhance recruiting efforts for Patrol officers to ensure minority and protective class parity with the citizenry of the state of Missouri.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.
2. A nationwide toll-free telephone number (1-800-796-7000) will be maintained solely to enhance recruitment efforts by permitting individuals to call the Patrol recruiting section, without charge, from anywhere in the United States.
3. Enhance recruiting efforts by including the Internet as a potential resource to educate the public about Patrol services and job opportunities.
4. The equal employment opportunity policy will be discussed at troop meetings, organizational meetings, orientation sessions, and be a part of the Patrol's in-service training programs.
5. The Patrol will encourage minority and protected class employees to refer their friends and acquaintances to the Patrol to maximize the participation of such applicants.
6. The Patrol will provide Job Opportunity Bulletins and information packets to predominately minority and protected class college and university career counselors with benefit information, applications, and career opportunity information.
7. Recruiters will be selected in each troop and trained in recruitment procedures and techniques. Each recruiter will be allowed time to recruit in their area.
8. Recruiters will recruit at military installations for personnel transitioning from the armed forces, within and outside Missouri.
9. Recruiters will participate in job fairs, career days, youth motivation programs, internship programs, and related activities at high schools, and community organizations.
10. Recruiters will also recruit at predominantly minority and protected class colleges and universities. They will provide information packets to career counselors with benefit information, applications, and career opportunity information.
11. Recruiters will serve as liaisons with community leaders and church officials, both within and outside the state of Missouri. Commanders and recruiters will strive to increase recruitment activities when staffing obligations permit.

Protective Service Non-Sworn

The Patrol does not have positions in the Protective Service Non-Sworn job category.

Administrative Support

- Representation of White males in the community workforce is 26.3%, whereas it is 6.5% within the Patrol.
- Representation of Hispanic males in the community workforce is .5%, whereas it is 0% within the Patrol.

- Representation of Black males in the community workforce is 2.9%, whereas it is 1.6% within the Patrol.
- Representation of Asian males in the community workforce is .2%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native males in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of males of two or more races in the community workforce is .4%, whereas it is 0% within the Patrol.
- Representation of Hispanic females in the community workforce is 1%, whereas it is 0% within the Patrol.
- Representation of Black females in the community workforce is 7.6%, whereas it is 1.6% within the Patrol.
- Representation of Asian females in the community workforce is .5%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .2%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .7%, whereas it is 0% within the Patrol.

Objective

The Patrol will strive to diversify its workforce for Administrative Support to reflect the citizenry served.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.
2. A nationwide toll-free telephone number (1-800-796-7000) will be maintained solely to enhance recruitment efforts by permitting individuals to call the Patrol recruiting section, without charge, from anywhere in the United States.
3. Enhance recruiting efforts by including the Internet as a potential resource to educate the public about Patrol services and job opportunities.
4. The Patrol will encourage minority and protected class employees to refer their friends and acquaintances to the Patrol to maximize the participation of such applicants.

Skilled Craft

- Representation of Hispanic males in the community workforce is 1.7%, whereas it is 0% within the Patrol.
- Representation of Black males in the community workforce is 4.6%, whereas it is 0% within the Patrol.
- Representation of Asian males in the community workforce is .3%, whereas it is 0% within the Patrol.

- Representation of American Indian/Alaska Native males in the community workforce is .5%, whereas it is 0% within the Patrol.
- Representation of males of two or more races in the community workforce is 1.2%, whereas it is 0% within the Patrol.
- Representation of White females in the community workforce is 6%, whereas it is 3% within the Patrol.
- Representation of Hispanic females in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of Black females in the community workforce is .6%, whereas it is 0% within the Patrol.
- Representation of Asian females in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .1%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .1%, whereas it is 0% within the Patrol.

Objective

The Patrol will strive to diversify its workforce for Skilled Craft to reflect the citizenry served.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.
2. A nationwide toll-free telephone number (1-800-796-7000) will be maintained solely to enhance recruitment efforts by permitting individuals to call the Patrol recruiting section, without charge, from anywhere in the United States.
3. Enhance recruiting efforts by including the Internet as a potential resource to educate the public about Patrol services and job opportunities.
4. The Patrol will encourage minority and protected class employees to refer their friends and acquaintances to the Patrol to maximize the participation of such applicants.
5. The Patrol will advertise recruitment drives and job openings in predominately minority and protected class publications, on minority oriented radio and television stations, as well as other media.

Service Maintenance

- Representation of Hispanic males in the community workforce is 1.9%, whereas it is 1.3% within the Patrol.
- Representation of Black males in the community workforce is 6.7%, whereas it is 0% within the Patrol.
- Representation of Asian males in the community workforce is .5%, whereas it is 0% within the Patrol.

- Representation of American Indian/Alaska Native males in the community workforce is .3%, whereas it is 0% within the Patrol.
- Representation of males of two or more races in the community workforce is .8%, whereas it is 0% within the Patrol.
- Representation of White females in the community workforce is 34.5%, whereas it is 27.5% within the Patrol.
- Representation of Hispanic females in the community workforce is 1%, whereas it is 0% within the Patrol.
- Representation of Black females in the community workforce is 5.6%, whereas it is 2.0% within the Patrol.
- Representation of Asian females in the community workforce is .5%, whereas it is 0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .2%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .6%, whereas it is 0% within the Patrol.

Objective

The Patrol will strive to diversify its workforce for Service Maintenance to reflect the citizenry served.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.
2. A nationwide toll-free telephone number (1-800-796-7000) will be maintained solely to enhance recruitment efforts by permitting individuals to call the Patrol recruiting section, without charge, from anywhere in the United States.
3. Enhance recruiting efforts by including the Internet as a potential resource to educate the public about Patrol services and job opportunities.
4. The Patrol will encourage minority and protected class employees to refer their friends and acquaintances to the Patrol to maximize the participation of such applicants.
5. The Patrol will advertise recruitment drives and job openings in predominately minority and protected class publications, on minority oriented radio and television stations, as well as other media.

Total Workforce

- Representation of Hispanic males in the community workforce is .9%, whereas it is .4% within the Patrol.
- Representation of Black males in the community workforce is 4%, whereas it is 2.9% within the Patrol.

- Representation of Asian males in the community workforce is .6%, whereas it is .3% within the Patrol.
- Representation of males of two or more races in the community workforce is .6%, whereas it is 0% within the Patrol.
- Representation of White females in the community workforce is 40.9%, whereas it is 28.2% within the Patrol.
- Representation of Hispanic females in the community workforce is .7%, whereas it is .1% within the Patrol.
- Representation of Black females in the community workforce is 5.1%, whereas it is 1.5% within the Patrol.
- Representation of Asian females in the community workforce is .5%, whereas it is .0% within the Patrol.
- Representation of American Indian/Alaska Native females in the community workforce is .2%, whereas it is 0% within the Patrol.
- Representation of females of two or more races in the community workforce is .3%, whereas it is 0% within the Patrol.

Objective

The Patrol will strive to diversify its workforce to reflect the citizenry served. Continual efforts will be made to reach parity as expeditiously as possible without compromising the integrity of the organization and the equality of employees.

Steps to Achieve the Objective

1. Equal employment opportunity posters (both federal and state) will be displayed and visible to the public at General Headquarters, troop headquarters, and service centers statewide.
2. A nationwide toll-free telephone number (1-800-796-7000) will be maintained solely to enhance recruitment efforts by permitting individuals to call the Patrol recruiting section, without charge, from anywhere in the United States.
3. Enhance recruiting efforts by including the Internet as a potential resource to educate the public about Patrol services and job opportunities.
4. One full-time Recruitment Coordinator is assigned to the Human Resources Division, in Jefferson City. Three full-time "regional" recruiters are located in the St. Louis, Springfield, and Jefferson City areas to allow a more concentrated effort toward the recruitment of minority and protected class individuals in metropolitan areas and adjoining states. Approximately 50 part-time recruiters are assigned statewide to assist in this effort. Recruiters have been instructed to aggressively seek minority and protected class individuals.
5. Recruiters will be selected in each troop and trained in recruitment procedures and techniques. Each recruiter will be allowed time to recruit in their area.
6. Recruiters will recruit at military installations for personnel transitioning from the armed forces, within and outside Missouri.

7. Recruiters will participate in job fairs, career days, youth motivation programs, internship programs, and related activities at high schools, and community organizations.
8. Recruiters will also recruit at predominantly minority and protected class colleges and universities. They will provide information packets to career counselors with benefit information, applications, and career opportunity information.
9. Recruiters will serve as liaisons with community leaders and church officials, both within and outside the State of Missouri. Commanders and recruiters will strive to increase recruitment activities when staffing obligations permit.
10. The Patrol will encourage minority and protected class employees to refer their friends and acquaintances to the Patrol to maximize the participation of such applicants.
11. The Patrol will provide Job Opportunity Bulletins and information packets to predominately minority and protected class college and university career counselors with benefit information, applications, and career opportunity information.
12. The Patrol will advertise recruitment drives and job openings in predominately minority and protected class publications, on minority oriented radio and television stations, as well as other media.

DISSEMINATION POLICY

The Patrol recognizes the importance of communicating equal employment opportunity policies and procedures to employees and prospective employees. The Equal Employment Opportunity Plan is drafted and developed through efforts of the Patrol's Human Resources Division. The Director of the Human Resources Division, or his/her designee, will be responsible for its dissemination. To ensure the dissemination of these policies, the Patrol will disseminate the Plan as follows.

Internal Dissemination

The Equal Employment Opportunity Plan will be placed on the Human Resources Division section of the Patrol's Intranet. All Patrol employees will have access to review the plan.

The equal employment opportunity policy will be discussed at troop meetings, organizational meetings, orientation sessions, and will be part of the Patrol's in-service training programs, as well as the annual recruiters training.

The equal employment opportunity statement will be publicized in the Patrol's Career Opportunity Bulletins, Job Opportunity Bulletins, and Operations Manual. Policies regarding nondiscrimination (i.e., sexual harassment, rules of conduct, etc.) will also be included in the Operations Manual.

External Dissemination

The Equal Employment Opportunity Plan will be made available to the general public and potential employees via the Patrol's Internet website.

All Patrol facilities will publicly display the state and federal employment opportunity posters.